



## State of Alaska Heating Assistance Program

### *Emergency Application Processing*

Heating Assistance Program application (*see your Heating Assistance Program packet for an application*) are processed in the order they are received. Your Heating Assistance Program application may be processed as an emergency if you meet ALL of the following:

- ✓ **Your household MUST be out of oil, propane, kerosene, wood, etc. OR will have your natural gas or electric service disconnected within 48 hours (MUST send copy of disconnect notice); AND**
- ✓ **Your household's shelter costs MUST be larger than your PRIOR calendar month gross income;**

To determine your household's shelter costs and gross income, fill out the worksheet below:



1. **Total Gross Income** (Include each household member's last month's income before any deductions)  
Shelter Cost Monthly rent or mortgage  
Total balance of electric bill  
Total balance of gas bill **or**  
30 day average winter fuel bill for **other heat source**  
(Include copy of last fuel bill)

1.   
\_\_\_\_\_  
Add + \_\_\_\_\_  
Add + \_\_\_\_\_  
\_\_\_\_\_

2. **Total Shelter Cost**

2.

**If your #2 dollar amount is larger then #1 you may request emergency processing!**

- ✓ **If you meet ALL the above criteria, you may request emergency application processing.**

**Submit a completed, signed and dated application with a good contact phone number, include a rent receipt or rental agreement if heat is included in the rent, copies of pay check stubs from prior month income and copy of disconnect notice.**

- *If you are eligible for emergency processing your vendor will be notified and grant money authorized by our office.*
- *A household that resides in subsidized rental housing and has no direct home heating costs is not eligible for Heating Assistance.*